

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

**This meeting may
be filmed.***



**Central
Bedfordshire**

please ask for Leslie Manning
direct line 0300 300 5132
date 23 November 2017

NOTICE OF MEETING

GENERAL PURPOSES COMMITTEE

Date & Time

Thursday, 7 December 2017 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

PLEASE NOTE THE VENUE

To: The Chairman and Members of the GENERAL PURPOSES COMMITTEE:

CLRs Mrs J G Lawrence (Chairman), G Perham (Vice-Chairman),
Mrs C F Chapman MBE, P Hollick, J G Jamieson, R W Johnstone,
K C Matthews, B J Spurr, N Warren, S Watkins, R D Wenham and A Zerny

[Named Substitutes:

CLRs R D Berry, D Bowater, N B Costin, Mrs A L Dodwell, E Ghent,
D J Lawrence, I Shingler and M A G Versallion]

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING**

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AGENDA

1. **Apologies for Absence**

To receive apologies for absence and notification of substitute Members.

2. **Minutes**

To approve as a correct record the minutes of the meeting of the General Purposes Committee held on 26 October 2017 (copy attached).

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

Reports

Item	Subject	Page Nos.
7.	Pay Policy Statement 2018/19 To recommend to Council the proposed Pay Policy Statement for 2018/19.	+ To Follow
8.	Update on Webcasting and the Recording of Meetings To receive an update on user satisfaction regarding the existing webcasting platform and on changes to recording meetings from 1 January 2018.	* 17-32

9. **Work Programme**

* 33-36

To consider the Committee's work programme.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 26 October 2017

PRESENT

Cllr Mrs J G Lawrence (Chairman)
Cllr G Perham (Vice-Chairman)

Cllrs Mrs C F Chapman MBE
J G Jamieson
K C Matthews

Cllrs B J Spurr
N Warren

Apologies for Absence: Cllrs Mrs A L Dodwell
P Hollick
S Watkins
R D Wenham
A Zerny

Substitutes: Cllrs D Bowater (In place of Mrs A L Dodwell)
D J Lawrence (In place of R D Wenham)
I Shingler (In place of A Zerny)

Officers in Attendance: Mr Q Baker – AD Legal Services (Monitoring Officer)
Ms M Damigos – Corporate Lawyer
Mr B Dunleavy – Democratic Services Manager
Mr L Manning – Committee Services Officer
Mr J Partridge – Head of Governance
Mr C Warboys – Director of Resources

GPC/17/11. **Minutes**

RESOLVED

that the minutes of the meeting of the General Purposes Committee held on 22 June 2017 be confirmed and signed by the Chairman as a correct record.

GPC/17/12. **Members' Interests**

None.

GPC/17/13. **Chairman's Announcements and Communications**

The Chairman announced that there would be a verbal statement by the Head of Governance on the provision of webcasting at the Council.

GPC/17/14. Petitions

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

GPC/17/15. Questions, Statements or Deputations

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

GPC/17/16. Webcasting Update

The Head of Governance stated that he had envisaged updating the Committee on the replacement video recording system at this meeting. However, whilst a new system had been identified, it was not due to be installed until the following week. Until installation took place, therefore, he was unable to set out the impact on how meetings would be recorded in the future. He added that there was a possibility it would have no effect.

In response to a Member's comments the Head of Governance acknowledged that issues had arisen with the existing webcasting system but he hoped that its replacement would be more reliable and a better product overall. Following further Member comment he undertook to seek Members' experiences of webcasting and report back to the Committee in December on the feedback he had received.

GPC/17/17. Community Governance Review

The Committee considered a report which sought the Committee's agreement to conduct a Community Governance Review for the whole of Central Bedfordshire. Approval was also sought for the proposed terms of reference for the Review and the associated timetable.

The Committee noted that the Council was required to undertake a Community Governance Review under the terms of the Local Government and Public Involvement in Health Act 2007 every 10-15 years. Given the absence of any scheduled elections in 2018 at either national or local level (for Central Bedfordshire) staff resources were available to complete a Review by September of that year.

Points and comments included:

- An introduction by the Democratic Services Manager who referred to the opportunity to deal with a number of electoral anomalies, including the disproportionate number of councillor positions on some small parish councils and the resulting difficulties in finding sufficient numbers

of candidates to stand for election, as well as poorly drawn electoral boundaries. The Democratic Services Manager circulated two maps to illustrate examples of the latter.

- References by Members to issues relating to existing electoral boundaries and the impact of major residential development on electoral numbers in their own wards. With regard to the latter, and given the pace of development, the Democratic Services Manager stressed that the outcome of the Review would represent a snapshot and was unlikely to provide a totally satisfactory outcome for all parties.
- The Democratic Services Manager advising that information relating to parish councils' range of powers would be included in the consultation document and would also be included in the material presented at the forthcoming Town and Parish Council conference in November.
- A Member's request that parish councils be reminded that the Review would not impact on existing settlement boundaries and did not provide an opportunity to review these. Further, councils should also be reminded that, with regard to planning applications, these councils were not statutory consultees and therefore had no right to be consulted although Central Bedfordshire Council did seek their opinions on such applications.
- Members recognised the value in holding regular Community Governance Reviews at shorter, 5-10 year, intervals rather than the 10-15 years suggested in the guidance jointly issued by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission.
- In particular Members were aware of the ongoing high level of residential development within Central Bedfordshire and the need to respond to any anomalies that arose with regard to the democratic process as soon as was reasonable.

RESOLVED

- 1 that a Community Governance Review be undertaken across the whole of Central Bedfordshire under the terms of Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007;**
- 2 that the timetable for the above Review, as outlined in Appendix A to the report of the Democratic Services Manager, be approved;**
- 3 that the terms of reference for the above Review, as set out in Appendix B to the report of the Democratic Services Manager, be approved;**
- 4 that following the 2017/18 Community Governance Review such Reviews be held at 5-10 yearly intervals.**

GPC/17/18. Wixams Joint Development Control Committee - Membership

The Committee considered a report which sought Members' approval for recommendations to be submitted to full Council seeking an amendment to the terms of reference of the Wixams Joint Development Control Committee (Wixams JDCC) to reduce the number of councillors appointed to the joint committee, the appointment of councillors and substitutes as required and the amendment of the Council's Constitution to reflect these changes.

Points and comments included:

- The current terms of reference for the Wixams JDCC required that 18 councillors be appointed to the joint committee; the appointees being 9 Councillors from Central Bedfordshire Council and 9 Councillors from Bedford Borough Council.
- Up to 4 named substitutes could also be appointed by each authority, although the number should not exceed 50% of the total seats held by a political group on the joint committee with a minimum of 1 substitute per group.
- On 27 June 2017 the Wixams JDCC agreed that the membership of the joint committee should be reduced to 12 Councillors; 6 Councillors from each Authority, and that the terms of reference should be amended accordingly.
- The Wixams JDCC's support for a reduction in its membership had arisen because of the difficulty in ensuring sufficient levels of attendance.
- The General Purposes Committee noted that the Leader of Central Bedfordshire Council and the Mayor of Bedford Borough Council had considered a possible reduction in membership and were both in favour.
- If the revised terms of reference were approved by full Council it would be necessary to appoint 6 Councillors to sit on the Wixams JDCC and up to 3 substitutes.
- As the Wixams JDCC was a joint committee with Bedford Borough Council, the terms of reference in both Councils' Constitutions should be the same. The recommendations were due to be considered by Bedford Borough Council's General Purposes Committee on 31 October 2017.
- If Bedford Borough Council rejected the recommendations to change the joint committee's membership and update the terms of reference the current arrangements would remain in operation.

RECOMMENDED TO COUNCIL

- 1 that the terms of reference of the Wixams Joint Development Control Committee be amended to reduce the number of Councillors appointed to the joint committee from 9 to 6 Councillors from Central Bedfordshire Council;**
- 2 that 6 Councillors be appointed to the Wixams Joint Development Control Committee and up to 3 substitutes in line with political proportionality;**

- 3 **that the Constitution be amended as detailed in Appendix A to these minutes;**
- 4 **that it resolves that the above recommendations are subject to similar amendments by Bedford Borough Council becoming effective after their full Council meeting on 6 December 2017.**

GPC/17/19. **Review of Policy and Procedure under the Regulation of Investigatory Powers Act 2000**

The Committee considered a report which provided the annual update of the Council's use of its powers and compliance under and with the Regulation Of Investigatory Powers Act 2000 (RIPA). The report also set out the review of Council's Policy and Procedures under RIPA following an inspection by the Office of Surveillance Commissioners on 8 August 2017.

Points and comments included:

- Confirmation by the Corporate Lawyer that the Council's RIPA Policy and Procedure Guide had been amended in accordance with the inspection report by the Office of Surveillance Commissioners.
- That further amendments were required to reflect recent changes in personnel.
- That only one covert surveillance application had been made under RIPA. This had been submitted in September 2016 and although it predated the previous report to the Committee in October 2016 it had not been detailed in that report. It had therefore been reported within the current report for completeness.

NOTED

- 1 **the results of the Assistant Surveillance Commissioner's inspection on behalf of the Office of Surveillance Commissioners on 8 August 2017 into the Council's use of its powers under the Regulation Of Investigatory Powers Act 2000 (RIPA).**
- 2 **the summary of RIPA applications which detailed the Council's use of its powers and compliance with RIPA since the last report to the Committee in October 2016.**

RESOLVED

to endorse the changes made to the Council's Policy and Procedure Guide on the use of covert surveillance and covert human intelligence sources in line with the recommendations made by the Assistant Surveillance Commissioner.

GPC/17/20. Report on the Arrangements for Ethical Standards

The Committee received a report which provided a summary of the Council's ethical governance and arrangements during March – September 2017.

The Corporate Lawyer informed the meeting that Appendix C to the report, which was to set out the figures for the notification of Members' Interests and which had been marked to follow in both the report and agenda, would not now be submitted. She explained that various issues affecting the accuracy of the data to be used had become apparent and it had therefore been decided to withdraw the appendix.

Points and comments included:

- The Corporate Lawyer's reference to the submission of seven complaints under the Code of Conduct during the period under consideration. This number was in contrast to the four submitted for the same period in 2016. She had explained that the increase was due to multiple complaints received in connection with one parish council. This indicated the presence of other issues within that council requiring examination.
- That Appendix B, which set out the cumulative summary of the complaints received since 2012, would in future only contain a summary relating to the last two years so that it was easier for Members to read.

NOTED

how the Council has complied with its obligations in respect of ethical standards under the Localism Act 2011 for the period 1 March - 30 September 2017.

GPC/17/21. Review of Urgent and Minor Updates to the Constitution

The Committee considered the report of the Executive Member for Corporate Resources which set out the changes made under the Monitoring Officer's delegated powers to the Council's Constitution between 1 March and 30 September 2017.

NOTED

the changes made under the Monitoring Officer's delegated powers to maintain the Council's Constitution, as set out in Appendix A to the report.

GPC/17/22. Executive Contract Approval Limits

The Committee considered a report which set out proposed amendments to the procurement threshold authorisation limits contained in Part 2 Article 12 of the Constitution.

Points and comments included:

- That, at present, revenue contracts with an annual value in excess of £200K and capital contracts in excess of £500K required approval by the Executive. Members further noted that the thresholds for approval had not been updated since the Council was formed in 2009 over which period inflation had eroded the real value of money.
- That there were 55 contracts which would require approval by the Executive between 2017/18 and 2021/22, as they were in excess of the current thresholds of £200K per annum for revenue and £500k whole life cost per annum for capital.
- The aim of the proposed amendments was, therefore, to streamline the process for contract approvals, thereby enabling the Council's business to operate more efficiently with fewer reports being taken to Executive.
- Assurance from the Director of Resources that high value contracts would still be submitted for tender and lay within the public domain. He also pointed out that when the budget was approved it was projects rather than the specific contracts. Revenue in particular was considered by the Council in great detail.
- Comment from a Member that a figure £300K per annum for revenue contracts was significant because a number were 5 year contracts.
- Provided that the contract spend was within the budget agreed by full Council for that capital scheme it was proposed that the threshold above which capital contracts required Executive approval be increased to £750K financial commitment from £500K whole life cost. This proposal would result in a decrease in the forecast number of capital contracts requiring Executive approval in 2017/18 and 2018/19, from 14 contracts to 10.
- In relation to revenue contracts it was proposed that Executive approval for contracts would be required where the total contract value exceeded £1M and the contract exceeded 5 years in duration (including contract extension periods) and the contract value per annum was in excess of £200K. If approved the forecast number of revenue contracts requiring Executive approval, over the 5 year period 2017/18 to 2021/22, would decrease from 39 to 19.

RECOMMENDED TO COUNCIL

- 1 that an amendment to Part 2 Article 12 of the Constitution to increase the Executive contract approval threshold for capital to £750K financial commitment from £500K whole life cost be approved as set out in Appendix B to these minutes;**

- 2 that an amendment to Part 2 Article 12 of the Constitution to increase the Executive contract approval threshold for revenue to contracts where the total contract value exceeds £1M and the contract exceeds 5 years in duration (including contract extension periods) and the contract value per annum is in excess of £300K from £200K per annum be approved as set out in Appendix B to these minutes.

GPC/17/23. **Work Programme**

Members considered a report which set out the Committee’s work programme.

The Committee was aware that an update on the provision of webcasting would be submitted to its meeting in December (minute GPC/17/16 refers).

RESOLVED

that the Committee’s work programme be approved subject to adding a report on the provision of webcasting for consideration at its meeting on 7 December 2017.

(Note: The meeting commenced at 10.05 a.m. and concluded at 11.14 a.m.)

Chairman

Dated

Appendix A

Extracts from the Terms of Reference for the Wixams Joint Development Management Committee

Proposal to amend the Wixams Joint Development Management Committee Terms of Reference to reduce the membership from 18 Councillors to 12 Councillors; 6 from Bedford Borough Council and 6 from Central Bedfordshire Council.

Point 6. Membership:

- ~~18~~ 96 Central Bedfordshire councillors
- ~~6~~ 96 Bedford Borough councillors
- See Standing Orders 2 and 12 below in respect of composition of the joint committee and substitutes

Standing Order 2 – Size of Joint Committee

The Joint Committee will comprise ~~18~~ 12 Councillors, that is ~~6~~ 96 representing Bedford Borough Council and ~~6~~ 96 representing Central Bedfordshire Council. The Chairman of each Council's Development Management Committee or Planning Committee shall normally be included in the membership. Up to 4 named substitutes may also be appointed by each authority. Each Council shall appoint its Members to the Joint Committee in accordance with the requirements of Section 15 of the Local Government and Housing Act 1989.

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PART 2 ARTICLE 12 - DECISION MAKING

1. Key Decisions

1.1 A Key Decision means an executive decision which is likely:-

1.1.1 To result in the Council incurring expenditure which is, or the making of savings, which are significant as defined in 1.2 below, having regard to the Council's budget for the service or function to which the decision relates; or

1.1.2 To be significant in terms of its effect on communities living or working in an area comprising one or more wards in the area of the Council.

1.2 For the purposes of 1.1.1 above,

1.2.1 savings are significant if they exceed £200,000 per annum (revenue) or £500,000 whole life cost (capital),

1.2.2 expenditure is significant if it exceeds:

1.2.2.1 in respect of revenue contracts:

(i) £300,000 per annum; and

(ii) £1m total cost; and

(iii) 5 years duration (including contract extension periods); or

1.2.2.2 £750,000 financial commitment (capital).

1.3 Savings and expenditure in 1.2 above, does not include:-

1.3.1 The day to day activity of the Council's treasury management functions, which are covered by the Treasury Management Policy Statement approved separately by the Council.

1.3.2 Expenditure which is identified in the approved Revenue Budget or Service Plan for the service concerned;

1.3.3 Implementation of a capital project identified in the approved Capital Programme and in respect of which the detailed business case (or equivalent) has been approved;

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- 1.3.4 Implementation of an explicit policy within the approved Budget and Policy Framework or fulfilment of the policy intention of a key decision previously approved by the Executive;
 - 1.3.5 The invitation of tenders or awarding of contracts where necessary to provide for the continuation of an established policy or service standard.
 - 1.3.6 The procurement of placements for children and of care packages, including residential care, for children and adults with disabilities or other conditions warranting the provision of such placements or packages subject to such decisions being reported to the Executive Member for Corporate Resources and the Executive Member for the relevant service area.
- 1.4 For the purpose of 1.1.2 above, a decision will be regarded as “significant” if the outcome of the decision will have an impact, for better or worse, on the amenity of the community or quality of service provided by the Authority to a substantial number of people living or working in the wards affected.
- 1.5 A decision maker may only take a Key Decision in accordance with the requirements of the Access to Information Procedure Rules set out in Part 4F of the constitution.

Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

Date: 07 December 2017

Update on Webcasting and recording of meetings

Report of: Cllr R D Wenham, Corporate Resources - Executive Member and Deputy Leader of the Council, (richard.wenham@centralbedfordshire.gov.uk)

Responsible Director(s): Charles Warboys, Director of Resources, (charles.warboys@centralbedfordshire.gov.uk)

Purpose of this report

To update Members on user satisfaction with the existing webcasting platform and to update on changes to recording meetings from 01 January 2018 onwards.

RECOMMENDATIONS

It is recommended that the Committee: -

- 1. Note the current satisfaction with webcasting; and**
- 2. Consider and comment on the future approach to recording meetings outlined at paragraphs 17 to 23 and the subsequent amendments to the appendices.**

Background

1. In 2015 the Council commenced the webcasting of Council, Executive and Development Management Committee meetings via a website provided by the company Public-i. The Council agreed a set of principles for the delivery of these webcasts that included the following: -
 - Provision for live streaming;
 - The capacity to terminate or suspend the webcast if necessary; and
 - The online storage of webcasts for a period of 6 months, but that they would not be available for download
2. During 2016 the Council also started to live-stream meetings of the overview and scrutiny committees.
3. In February 2017, the Council agreed not to renew the contract with Public-i from 01 February 2018 onwards in order to achieve an efficiency in the MTFP. This has led to the Council reviewing the most effective approach to continue producing a video record of meetings in the future.

4. Throughout the duration of this contract there have been several problems with regard to reliability resulting in the need for regular maintenance. This has led to an increase in the level of resource required to attend and support meetings.

Webcast views

5. Webcasts are currently available to view on the Council’s website for a period of 6-months after a meeting. The webcast views for the period 01 April 2016 to 31 March 2017 were as follows: -

Committee	Total views	% of total	Live views	Archive views
Development Management Committee	2,047	49%	34%	66%
Council	687	16%	33%	67%
Executive	584	14%	21%	79%
Children’s Services OSC*	288	7%	35%	65%
Sustainable Communities OSC*	245	6%	27%	73%
Corporate Resources OSC*	148	4%	27%	73%
Social Care, Health & Housing OSC*	173	4%	38%	62%
Total:	4,172	100%	31%	69%

* Webcasts commenced in August 2016

6. For the majority of these meetings the average numbers of views of the live webcast was small, ranging from 8 live views on average for a Corporate Resources OSC meeting to 53 live views on average for a DMC meeting. Numbers of archive views were significantly higher, ranging from an average of 18 views (SCHHOSC) to 104 views (DMC) per meeting.

User satisfaction: viewers of recordings

7. During November 2017 Members and staff were asked to provide some insight on their experience of webcast meetings. Residents were also asked to provide their views via social media. A total of 93 responses were received from officers, Members and residents who had attended numerous meetings. Most of the respondents had attended more than 10 webcast meetings and responses covered those who had attended meetings as a Chairman, a committee member, a ward member and a presenter.

Q1. Have you ever watched a webcast of a CBC meeting?

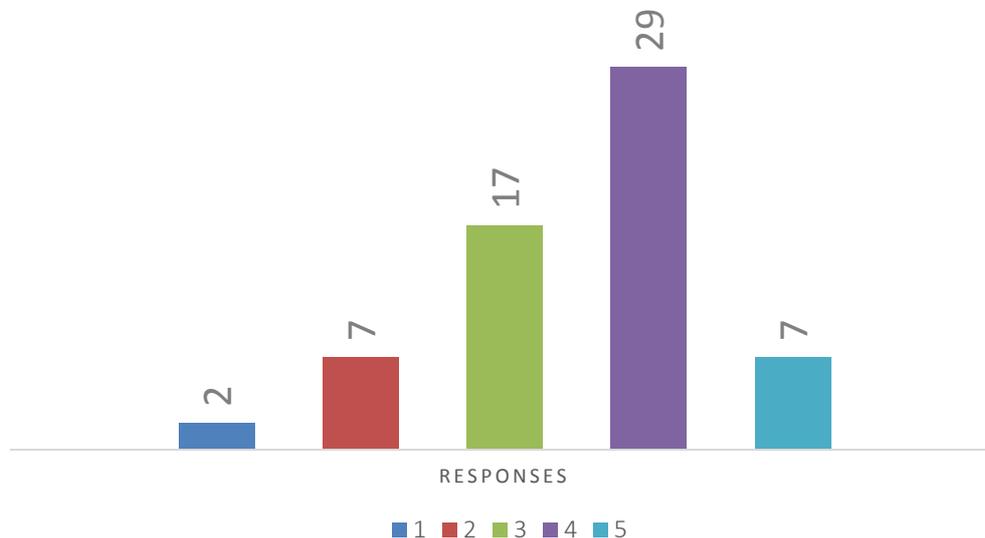


Q2. If not, were you aware that CBC meetings were webcast?



8. Questions 1-2 were addressed only to residents (see above). This feedback highlights that most of those residents who responded to the social media survey had not watched a webcast and many were not aware that webcasts were even available.

Q3. Overall satisfaction, for those watching webcast meetings remotely, on a scale of 1-5, with 5 being excellent and 1 being very disappointed.



9. On the whole, the feedback was positive (see above), 86% of respondents were not dissatisfied with the quality of the recordings when watching online, albeit several respondents commented that there was insufficient notice of the meetings or recordings provided in advance. Overwhelming feedback was provided that recordings of meetings needed to continue to be provided.
10. In addition, respondents commented that when functioning properly, the use of webcasting enhanced council openness and transparency, many also felt that it compared very well to similar solutions in other local authorities. Respondents felt that the recording provided an accurate and informative record of a meeting that conveyed the atmosphere of the meeting that would not necessarily be included in the written notes. It also meant you could watch the proceedings without necessarily needing to be physically present, for example if you are an officer with an interest in one of the items on the agenda.
11. In summary, detailed comments were provided with regards to improvements that could be made for viewers of recordings as follows: -
 - 11.1 Greater and more consistent reliability
 - 11.2 Quality of both sound and video
 - 11.3 Ensuring that speakers were always visible
 - 11.4 Reducing the likelihood of video buffering
 - 11.5 Widen the view to be able to see the reactions of listeners

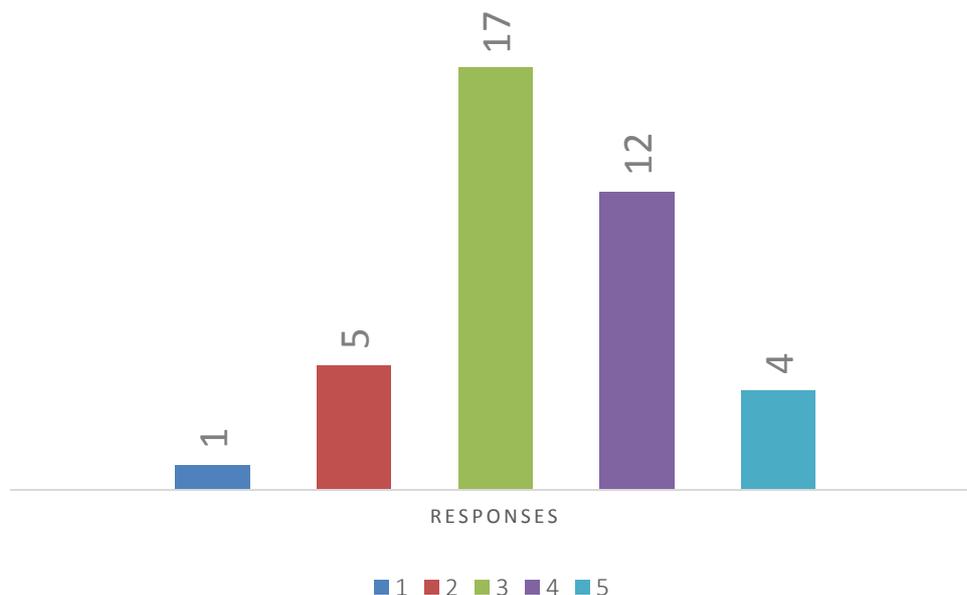
- 11.6 Ensure names printed on screen match the speaker
- 11.7 Improve accessibility to webcasts via the Council's website
- 11.8 Better publicity of the availability of video recordings and calendar of meetings in order to increase viewer numbers to ensure it is value for money.
- 11.9 Being able to view useful materials in split screen, for example PowerPoint presentations, websites, etc...
- 11.10 Investigate whether subtitles could be provided
- 11.11 Extend the number of meetings for which a video recording is provided
- 11.12 Enhance the duration for which recordings are available to the public
- 11.13 Provide ability to show webcasts via television
- 11.14 Better explanation when recordings are not made available publically.

User satisfaction: participants in meetings

12. In addition to the above, participants (39) at meetings were asked to provide their views on those things they felt could be improved for attendees at meetings. In total 67% of respondents (see below) were not dissatisfied with the current experience at meetings.

13. Reliability was raised as an issue by several respondents but it should be noted that during the duration of the contract with Public-i from 2015 there have only been 3-4 occasions on which a webcast has failed to be recorded adequately. These failures have not always been created by Public-i, some have been as a result of Council technology.

Q4. Overall satisfaction with the webcast as a participant on a scale of one to five, with five being excellent and one being very disappointed.



14. Several Members also referred to the Chairman having the ability to select speakers and to create a speakers list during the meeting. This software is available for use in meetings but it will require the presence of an additional officer to manage the video recording of the meeting. Whilst two officers are currently present in relevant meetings, one of whom manages the webcast, this is an additional cost to the service. It had been hoped to revert back to one officer only being present at meetings where a video recording is being produced. Furthermore, as it has previously been agreed that the Minutes of meetings ought to provide more detail on the discussion at the meeting there is a need to reduce the pressure on the number of meetings attended by officers.
15. In addition to improving microphone usage and providing the ability for the Chairman to manage speakers and microphones it was also suggested that improved training be provided for those users likely to be on camera.
16. Depending upon the views of Members it will be possible to improve several of these aspects utilising the new camera control software. For example. In light of the feedback received various improvements are proposed below in relation to our future approach.

Future approach

17. In light of the decision not to renew the Public-i contract an alternative solution has been sought that will enable us to produce a video recording of meetings at nil cost. It is proposed that these video recordings be made available via the Council's online YouTube Channel. Using YouTube will also enable viewers to watch webcasts directly on some televisions.
18. This future approach solution will enable us to further widen the shots of the meeting in order to show other attendees and hopefully will improve reliability as a result of the implementation of simpler solution. Both of which directly respond to comments from the user survey. In addition, we will continue to monitor video and sound quality and consider how access to recordings can be enhanced.
19. As a result of sharing recordings via YouTube it will mean that recordings can be made available for a much longer period of time and will not have to be deleted after a period of 6 months as at present. Members are asked to provide a view on the duration for which video recordings should be made available following the meeting.
20. Whilst the Council is restricted under the current arrangement to the number of meetings that can be broadcast, under the new approach from 01 January 2018 the Council will be able to produce a recording of additional meetings that may be of interest to residents or partners on request.
21. The Council has previously required that recordings should not be available for download and that they can be removed from the website if

necessary. To facilitate this, recordings are not immediately archived after the meeting. This provides the opportunity to reflect on whether any information needs to be removed from the recording. Recordings typically need to be amended because all or part of the content of the webcast is or is likely to be in breach of a statutory provision, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information. In these circumstances, the recording is not archived until the section in breach of a statutory provision is removed following which the rest of the recording can be archived.

22. Should recordings be streamed live via YouTube any recordings would immediately be archived, limiting the opportunity to reflect on the content of the video. Whilst videos can be removed it is proposed that, in order to preserve the opportunity to remove inappropriate content that may breach any provisions, meetings no longer be live-streamed from 01 January 2018 onwards. As the numbers of live viewers are relatively small across the year (a maximum of 53 on average) it is suggested that this would not result in a significant impact to the numbers of viewers.
23. In summary, in light of the feedback from the survey and subject to any comments that Members might have, the following changes will result from changing our approach from 01 January 2018 onwards: -
 - 23.1 Meetings no longer live-streamed, recordings provided via YouTube after the meeting
 - 23.2 Recordings available to residents for longer than 6 months (duration to be determined in discussion with Members)
 - 23.3 Members can request to record other meetings where there is significant public interest, rooms and staff available
 - 23.4 Improved publication of available recordings, in particular to ensure that residents are aware that recordings will be available and that they have been published
 - 23.5 Improved training for Members
 - 23.6 Tagging of items and speakers to permit skipping to sections of recording no longer permitted
 - 23.7 Presentations will only be available via Modern.Gov

Reason/s for decision

24. In light of the Council's decision not to renew the existing contract for webcasting meetings it is necessary to agree a future approach from 01 January 2018 onwards so that this can be implemented in time not to impact on the production of video recordings of meetings once the existing contract terminates.

Council Priorities

25. Webcasting enhances the openness and transparency of meetings and enables the Council to engage with residents through a different channel. The Council is committed to responsiveness to local communities and

continuing to record meetings will enable further engagement with communities.

Corporate Implications

Legal Implications

26. Whilst there is no statutory requirement to webcast Council meetings or produce a video recording it is recommended best practice by the Department for Communities and Local Government.
27. The Openness of Local Government Bodies Regulations 2014 also strengthen the rights of the public and press to film, audio record, photograph, blog, tweet or use any other type of social media to report any public meetings of their councils, including committees, sub-committees and joint committees. Although these Regulations do not require Councils to webcast meetings it is beneficial for the Council to have and make available one audio visual recording of some public meetings through webcasting.
28. The Minutes will continue to be the formal record of the meeting.

Financial and Risk Implications

29. The decision not to renew the existing contract with Public-i will enable the Council to deliver savings from 2018/19 onwards. The new video recording solution can be delivered at nil cost, which ensures that there will be no negative financial impact as a result of these changes.
30. Should Members choose not to implement these proposals there may be financial implications depending upon the approach that is preferred, for example the continued presence of an officer at meetings dedicated to the delivery of a video recording.
31. Furthermore, there is a risk that if Members choose to continue to live-stream meetings via YouTube confidential or exempt information may be shared publically without the opportunity for the Council to rectify this first.

Equalities Implications

32. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
33. The changes proposed in this report enhances the openness and transparency of meetings and enable the Council to engage with a wider group of residents who may not be able to attend council meetings.

Conclusion and next Steps

34. The changes proposed in this report are necessary for the Council to continue to be able to produce a video recording of meetings following the cessation of the existing contract with Public-i.

35. Following the consideration of this report it is proposed that these changes be implemented from 01 January 2018 subject to any amendments that Members may feel are necessary. There will be no requirement for further presentation of these proposals to Council.

Appendices

Appendix A: Central Bedfordshire Council Protocol on the use of social media and recording at the Council's meetings

Appendix B: Central Bedfordshire Council protocol for webcasting, recording and use of social media in council meetings.

Background Papers

None

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Appendix **A**

Central Bedfordshire Council Protocol on the use of social media and recording at the Council's meetings

Reporting using social media at meetings

Anyone attending one of the Council's meetings is welcome to report on the proceedings by making use of social media (e.g. to tweet or blog), provided that this does not disturb the business of the meeting. There is no need to secure permission before using social media. To support this, the Council has Wi-Fi available for those visiting the building. You can receive the details from reception or, if you ask at least 15 minutes before the meeting starts, the Committee Services Officer supporting the meeting can help you.

Council Members attending any of the Council's meetings may use social media except when an exempt matter is under consideration. Members are reminded that they must take account of all information presented before making a decision, particularly when a planning application is under consideration, and should actively listen and be courteous to others. Again, using social media should not disturb the business of the meeting. Any concerns about a Member using social media should be raised with the Chairman before or after the meeting.

Using Mobile Technology

You may use mobile technology at meetings provided that it does not interfere with the PA or induction loop system. As a courtesy to others and to avoid disruption to the meeting, all mobile technology should be on silent mode during meetings.

Video recordings of meetings

In line with our commitment to openness and transparency, we produce video recordings of Full Council, Executive, Development Management Committee and Overview and Scrutiny Committee meetings. A video recording of other meetings may also be produced where there is expected to be significant public interest in the discussion. All video recordings are available to view online for a period of <TBC> after each meeting.

Other recording or broadcasting of meetings

No form of photography, filming, recording or broadcasting of meetings (other than video recording for the Council's purposes) shall take place except with the express permission given in advance of the meeting by the Chairman at his or her discretion. To arrange this, please liaise with the Governance Services Officer listed on the front sheet of the agenda prior at least 15 minutes before the start of the meeting so that the Chairman can be consulted and give their consent, and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not record anyone in the public seating area.

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Appendix B

Central Bedfordshire Council protocol for webcasting, recording and use of social media in council meetings.

Video recording of meetings

The Council will make recordings available via the internet of some of its public meetings. Fixed cameras are located within the Council Chamber and Meeting Room 15 at Priory House which will be used for this purpose.

This Protocol has been agreed to assist the conduct of video recording meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998.

Accordingly, the following will apply to all meetings at which a video record is to be produced by the Council.

Main Provisions

1. The Chairman of the meeting has the discretion to terminate or suspend the video recording if continuing to record would prejudice the proceedings of the meeting.

This may include, but is not restricted to:

- (i) during the management of public disturbance;
- (ii) when the proceedings of the meeting were suspended for any reason; or
- (iii) during consideration of exempt matters when the public and press had been excluded from the meeting.

2. No exempt or confidential agenda items shall be recorded.
3. Any elected Member who is concerned about any recording should raise their concerns with the Monitoring Officer.

Agenda front sheets and signage at meetings

On the front of each agenda for meetings that will be recorded, and on signs inside and outside of the Council's Chamber, there will be the following notice:

Video Recording Notice

This meeting may be filmed by the Council for publication online at <TBC>. At the start of the meeting the Chairman will confirm if all or part of the meeting will be recorded. The footage will be on the website for <TBC>. A copy of it will also be retained in accordance with the Council's data retention policy. The images and sound recording may be used for training purposes within the Council.

If you make a representation to the meeting you will be deemed to have consented to be recorded. By entering the meeting room you are also consenting to be recorded and to the possible use of those images and sound recordings for publication and/or training purposes.

**If you have any queries regarding recording of meetings, please contact
XXXXXXXXXX**

Development Management Committee Meetings

In any correspondence notifying supporters or objectors of the meeting date on which a proposal will be heard, the following advice will be included:

Please note that Council meetings may be filmed for subsequent publication online by the Council.

Conduct of meetings

At the start of each meeting to be filmed by the Council, the following announcement will be made by the Chairman:

I would like to remind everyone present that this meeting will be filmed by the Council and published on the internet and will be capable of repeated viewing.

If you are seated in the meeting room it is likely that the cameras will capture your image. By your presence, you are deemed to consent to be recorded and to the use of those images and sound recordings for publication and/or training purposes. If you address the Committee your contribution will be recorded and published online unless this is during a period when the meeting is in private session, as permitted by the Access to Information provisions.

As the Chairman of the meeting, I can, at my discretion, terminate or suspend recording, if in my opinion, continuing to do so would prejudice the proceedings of the meeting or if I consider that continued recording might infringe the rights of any individual or breach any statutory provision.

Cessation of video recording for private sessions

No part of any meeting will be recorded after Members have resolved to exclude the press and public because there is likely to be disclosure of exempt or confidential information. The Governance Services Officer will check that recording of the meeting has ceased and will confirm this to the Chairman of the meeting before any discussion of exempt or confidential matters is commenced.

Storage and retention of video recordings

Some meetings will be recorded and published on the internet. All archived recordings will then be available to view for <TBC>. Recordings will be stored in accordance with records management procedures.

Recordings shall only be removed from the website if the Monitoring Officer considers that it is necessary because all or part of the content of the recording is or is likely to be in breach of any statutory provision, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information. It is anticipated, however, that meetings will be conducted lawfully and that the need to exercise this power will occur only on an exceptional basis.

Council Members and lay-members will be notified by the Monitoring Officer if such action is taken.

Copyright notice

All footage from our recordings is the copyright of Central Bedfordshire Council. The people featured in our recordings have agreed to appear ONLY on the Council's website. You are not permitted to download any footage nor upload it (whether in part or in full) to another website without the written permission of Central Bedfordshire

Council and those featured in the webcast. Also, video sharing websites (e.g. Youtube, Google Video) state under their terms and conditions that you must be the copyright owner and have the permission of all those involved in order to upload videos to their sites.

You can, however, share a link to the official video.

Other filming or recording of meetings by the public or press

The press and public are entitled to film, photograph, audio-record or any public meetings of the Council.

Those undertaking these activities must not act in a disruptive manner; this could result in expulsion from the meeting. Essentially, this could be any action or activity which disrupts the conduct of the meeting. Examples can include:

- moving to areas outside the areas designated for the public/press without the consent of the Chairman;
- excessive noise in recording or setting up or re-setting equipment during the debate/discussion;
- intrusive lighting and use of photography; and
- asking people to repeat statements for the purposes of recording.

Oral commentary during the meeting is not permitted as this would be disruptive.

No recording is permitted and no recording equipment, other than the Council's own equipment, may be left in the room where a private meeting will be held or where, confidential or exempt items are being discussed. Recording will be suspended if a resolution is passed to exclude the public or if the Chairman suspends the meeting due to disorderly conduct.

Reporting using social media at meetings

Anyone attending one of the Council's meetings is welcome to report on the proceedings by making use of social media (e.g. to tweet or blog), provided that this does not disturb the business of the meeting.

There is no need to secure permission before using social media.

Council Members and lay-members attending any of the Council's meetings may use social media except when an exempt matter is under consideration. Members and lay-members are reminded that they must take account of all information presented before making a decision, particularly when a planning application is under consideration, and should actively listen and be courteous to others.

Again, using social media should not disturb the business of the meeting.

Any concerns about a Member or lay-member using social media should be raised with the Chairman before or after the meeting.

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Central Bedfordshire Council

GENERAL PURPOSES COMMITTEE

7 December 2017

Work Programme

Advising Officer:

Leslie Manning, Committee Services Officer
(leslie.manning@centralbedfordshire.gov.uk)

Purpose of this report

The purpose of this report is to assist the General Purposes Committee in discharging its responsibilities by providing a proposed work programme for consideration.

RECOMMENDATION

That the Committee considers the proposed work programme attached at Appendix A.

Overview and Scrutiny Comments/Recommendations

1. This report is not scheduled to be considered by Overview and Scrutiny because the General Purposes Committee has full delegated powers to deal with all non-Executive functions which are not reserved to the full Council or are not otherwise delegated.

Background

2. To assist the General Purposes Committee a work programme is attached at Appendix A to this report. The work programme contains the known agenda items that the Committee will need to consider.
3. Additional items will be identified as the municipal year progresses. The work programme is therefore subject to change.

Council Priorities

4. The activities of the General Purposes Committee are crucial to the governance arrangements of the organisation.

Corporate Implications

Legal Implications

5. There are no legal implications.

Financial Implications

6. There are no financial implications.

Equalities Implications

7. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
8. Report authors will be encouraged to work with the Corporate Policy Advisor (Equality & Diversity) in order to ensure that relevant equality implications are identified.

Conclusion and next Steps

9. This report will assist the General Purposes Committee in discharging its responsibilities. Any amendments approved by the Committee will be incorporated in the work programme.

Appendices

Appendix A – General Purposes Committee Work Programme

Background Papers

None

Appendix A

General Purposes Committee Work Programme

2017/18 Municipal Year	
22 June 2017	<ul style="list-style-type: none"> • Market Rate Supplement Payments – Annual Update (CJ) • Corporate Style of Minutes (JP) • Reordered Constitution (QB/MD) • Work Programme (LM)
24 August 2017 (Cancelled)	<ul style="list-style-type: none"> • Work Programme (LM)
26 October 2017	<ul style="list-style-type: none"> • Community Governance Review (BD) • Wixams Joint Development Control Committee – Membership (SH) • Review of Policy and Procedure under RIPA 2000 (QB/MD) • Arrangements for Ethical Standards (Standards Complaints) (QB/MD) • Review of Urgent and Minor Updates to the Constitution (JP) • Arrangements for Authorising Contracts (DG) • Work Programme (LM)
7 December 2017	<ul style="list-style-type: none"> • Pay Policy Statement 2018/19 (VC) • Update re User Satisfaction with the Existing Webcasting Platform and Changes to the Recording of Meetings from 1 January 2018 (JP) • Work Programme (LM)
29 March 2018	<ul style="list-style-type: none"> • Code of Conduct Matters – Update (QB) • Change to the Constitution – Membership of O&S Committees (JP) • Work Programme (LM)

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